

# **ValleyCare Olive View-UCLA Medical Center**

## ***(2) Positions Available***

### ***Clinic Nursing Attendant I***

#### **Utilization Management**

##### **Position Summary:**

ValleyCare Olive View-UCLA Medical Center is seeking well-qualified individuals to work in the Utilization Management Department. The Clinic Nursing Attendant I (CNA) will function as an authorization technician. The CNA/Authorization technician provides administrative, clerical and technical support to the Utilization Management Inpatient Team (URIT) functions for Concurrent Review, Retrospective Review, and Complex Utilization Review cases, and Discharge Planning.

##### **Minimum Requirements:**

- ✚ Strong verbal and written communication skills
- ✚ Very good telephone etiquette
- ✚ Very good organizational and decision making skills
- ✚ Ability to work with various levels of staff to coordinate patient care
- ✚ Proficient use of computer and PC software system
- ✚ Self-motivated, good team player
- ✚ Patient advocate

*\*Applicant must currently be on the certified hiring list for Nursing Attendant I or Interested in a lateral transfer as an NA I. Interested candidates should submit their resume, copies of their last two performance evaluations and time record for the past two years to:*

**Diana Loring  
Utilization Management Department  
6B 119-M  
14445 Olive View Dr.  
Sylmar, CA 91342  
(818) 364-3414**

**Application deadline: January 15, 2015**